

Job description

Title:	UN Challenge Badge Programme Assistant
Responsible to:	UN Challenge Badge Programme Manager
Location:	Home-based in any country where WAGGGS is able to contract for services or employment
Key Working relationships:	Programme Manager, Monitoring, Evaluation & Learning Manager, Communications Manager, Member Organisations (MOs), 'Wave Makers' advocacy champions for Tide Turners

This is a fixed term post until 31 March 2022, with the possibility for extension depending on the outcome of a request to UNEP for a project extension

About us:

Girl Guiding and Girl Scouting is the world's only movement for every girl and any girl because we believe that each of them deserves to be the best they can be. Free to make what they want from the Movement, girls learn by doing, make friends and have fun. In safe, local spaces, girls develop the skills and attitudes to change themselves, their communities, and our world.

The World Association of Girl Guides and Girl Scouts (WAGGGS) keep the global Movement thriving, united and growing. WAGGGS provides high quality non-formal education resources to Girl Guide and Girl Scout This role operates within the context of a volunteer led global charitable organization with 152 national Member Organisations (MOs).

WAGGGS provides high quality non-formal education resources to Girl Guide and Girl Scout organisations around the world. WAGGGS is part of the Youth and United Nations Global Alliance (YUNGA). Together we have developed a series of UN Challenge Badges for children and young people. These badge curricula cover a wide range of topics loosely connected to the UN Sustainable Development Goals.

Explore the badges here: <http://www.fao.org/yunga/resources/challenge-badges/en/>

Job purpose:

To provide a professional administration function to support the Programme Manager in the UN Challenge badge programme, the Plastic Tide Turners Challenge badge programme and the wider programmes team.

Key Responsibilities:

1. Work under the supervision of Programme Manager (PM) and support the programme
2. Come with innovative ideas to support to the approximately 2,000 young women "Wave Makers", advocacy champions for Tide Turners from 11 countries (selected from January to March 2021).
3. Support the PM in the organization of online/face to face Tide Turners Plastic Challenge advocacy training for young women in Guiding in countries such as Uganda, Madagascar, India, Pakistan, Malaysia, Gambia and Zimbabwe.
4. Offer programmatic support to help the Member Organizations' Girl Guides and Girl Scouts community activities and advocacy projects

5. Support with communications and follow up with the MOs those who are engaged in the programme for reporting or small grant.
6. Support in feeding of databases for the overall UN Challenge badge programme and the Plastic Tide Turners challenge badge programme.
7. Work with the Monitoring, Evaluation & Learning Manager on collecting data, recording it and support in reports.
8. Support in the creation of high-quality and engaging reports for UNEP and other partner organisations as well as for internal reporting processes
9. Support in providing input into any review of existing UN Challenge Bade non-formal education material and project forms.
10. Support WAGGGS events to promote girl leadership and action on environmental issues such as plastics pollution.
11. Come with ideas for the communication on social media and the website for the programme.
12. Ad-hoc support across the Global Programmes Team as and when needed and time allows.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

Personal Specification:

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Proven administrative qualification or skills/experience • Completion of higher secondary qualifications 	<ul style="list-style-type: none"> • Degree or Master level qualification completion
Experience	<ul style="list-style-type: none"> • Experience of coordinating projects • Experience building relationships with multiple stakeholders • Experience of working with volunteers • Experience working with young people • Experience in social media and new technology • Experience in running online trainings 	<ul style="list-style-type: none"> • Experience in non-formal education • Experience in the charitable/not-for-profit sector • Experience working in programmes • Experience of working with a programme delivery team
Skills and knowledge	<ul style="list-style-type: none"> • Excellent communication skills in English, both written and verbal • Excellent MS Office skills • A track record of problem solving 	<ul style="list-style-type: none"> • Excellent verbal communication skills including presentation skills • Knowledge of Guiding
Personal Qualities	<ul style="list-style-type: none"> • Able to build positive relationships with all stakeholders and work with 	<ul style="list-style-type: none"> • Creative approach to work



	<p>and relate to people at all levels</p> <ul style="list-style-type: none">• Able to identify priorities• Excellent attention to detail• Able to work on own initiative• Able to multitask with the ability to focus on details• Able to deliver against tight deadlines	
Other requirements	<ul style="list-style-type: none">• Occasional work outside regular office hours	<ul style="list-style-type: none">• Experience working remotely/in a dispersed team
Working for WAGGGS	<ul style="list-style-type: none">• Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional• A passion and commitment for issues affecting girls and young women, either through a professional or personal background	